

HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORK PLAN 2025/2026

The Charitable Funds Committee (CFC) meets quarterly. Based on this, the following table represents a proposal to incorporate the duties as outlined in the Committee’s Terms of Reference into a basic workplan - April 2025 – March 2026

| Agenda Item/Issue | Lead | 17 June 2025 <i>Final Paper Deadline 3 June 2025 Exec Approved Papers to be received PRIOR to this date</i> | 16 September 2025 <i>Final Paper Deadline 2 September 2025 Exec Approved Papers to be received PRIOR to this date</i> | 8 December 2025 <i>Final Paper Deadline 24 November 2025 Exec Approved Papers to be received PRIOR to this date</i> | 17 March 2026 <i>Final Paper Deadline 3 March 2026 Exec Approved Papers to be received PRIOR to this date</i> |
|---|---------------------------|--|--|--|--|
| Governance | | | | | |
| Apologies | Chair | ✓ | ✓ | ✓ | ✓ |
| Declaration of Interests | Chair | ✓ | ✓ | ✓ | ✓ |
| Minutes from Previous Meeting | Chair | ✓ | ✓ | ✓ | ✓ |
| Table of Actions and Matters Arising | Chair | ✓ | ✓ | ✓ | ✓ |
| Annual Review of Terms of Reference | Chair | ✓ | | | |
| Annual Review of Scheme of Delegation | NLI/TJ | | | ✓ | |
| Annual Review of Charitable Expenditure Eligibility Criteria | NLI/TJ | | | ✓ | |
| CFC Annual Report to Board | Chair/SD / CSO | ✓ (Draft 2024/25) | | | |
| CFC Self-assessment of Outcome Report – progress update (6 monthly) | CSO | ✓ | | ✓ | |
| Assurance and Risk Report | SD RW/CW | | ✓ | ✓ | ✓ |
| Risk & Assurance | | | | | |
| Sub-Committee Terms of Reference: <ul style="list-style-type: none"> Charitable Funds Sub-Committee | CFSC Chair | ✓ | | | |

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|--|-----------------------|--|---|--|--|
| Sub-Committee Update Reports: • Charitable Funds Sub-Committee | CFSC Chair | ✓ | ✓ | ✓ | ✓ |
| Sub-Committee Annual Report: • Charitable Funds Sub-Committee | CFSC Chair | | | | ✓ |
| Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund) Update Report (March 2026). | SMJ/RD | | | | ✓ |
| Small funds of JC Williams Trust managed as part of CFC. Responsibility transferring from Administration Committee. (2 April 2025) | SMJ/RD | | | | TBC |
| Update on the release of funding for the hydrotherapy pool at the Pentre Awel Village, Llanelli. NB – Evaluation report to come back to CFC Sept/Dec 2026. | ER/AP | | | | ✓ |
| Operational/Strategic Issues | | | | | |
| Approval of policies and procedures relating to charitable funds on behalf of the Board (as required) | TJ | ✓ | ✓ | ✓ | ✓ |
| Consideration of charitable funds expenditure over £50,000 (as required) | Chair | ✓ | ✓ | ✓ | ✓ |

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| Review of any approvals made outside the meeting via Chair's Action or via Corporate Trustee | Chair | ✓ | ✓ | ✓ | ✓ |
| Acceptance and recommendation of other relevant strategies, policies, procedures, and reports relating to charitable funds, as appropriate for ratification by Board (as required) | All | ✓ | ✓ | ✓ | ✓ |
| Review of the Rationalisation of Charitable Funds. (Streamlining of charitable funds.) | TJ/NLI | | | | ✓ |
| Hywel Dda Health Charities Expenditure Plan | NLI | ✓ | | | |
| Annual Governance and support costs associated with the running of the Charity (for Board approval) | TJ/NLI | | | | ✓ |
| Hywel Dda Health Charities Workplan 2026/27 | NLI | | | | ✓ |
| <u>IMPACT OF CHARITABLE EXPENDITURE EVALUATION REPORTS:</u> | | | | | |
| COVERING INTRODUCTORY SBAR | NLI | ✓ | ✓ | ✓ | ✓ |
| Patient Experience: Bronglais Hospital FibroScan Ultrasound DB to present a patient story to CFC in 6-9 months. | DB | ✓ | | | |
| Update on Expenditure: 'Heads Up!' – Cancer Services Hair Loss Support | GB | | | | ✓ Final report |

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| Update on Expenditure: Bronglais Hospital Chemotherapy Unit Project Closure Report NB will return June 2026 to align with Capital Programme evaluation report. | PS | | ✓ | | |
| Update on Expenditure: Arts in Health Provision Capacity Building Annual Review | LOC/KL | | | | ✓ Mid-term report (yr1) |
| Update on Expenditure: Therapeutic Live Music Programme for Critical Care (End of project) | ADT | | ✓ Deferral requested | ✓ | |
| Update on Expenditure: Creative Activities for Staff Wellbeing - Arts in Health | KL/LoC | | | | ✓ Mid-term report |
| Trainee Haematology Clinical Nurse Specialist Proposal for Ceredigion and Pembrokeshire. (End of project) | GB | | ✓ Final report | | |
| Interactive singing and movement sessions for Older Adult Mental Health and Adult Frailty inpatient wards | KL | | ✓ Mid-term report | | |
| Purchase of six replacement Paxman scalp cooling units, plus five-year maintenance and training contract | BP | | ✓ Deferral requested to December 2025 | ✓ | |
| <u>APPROVAL OF CHARITABLE FUNDS EXPENDITURE:</u> | | | | | |
| COVERING INTRODUCTORY SBAR | NLI | ✓ | ✓ | ✓ | ✓ |

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| Consideration of funding request from the charity's General Fund | NLI | | | ✓ | |
| Development of Therapeutic Gardens at PPH | AC/NM/ SB | | ✓ | | |
| "Heads Up!" Initiative – Cancer Services Hair Loss Support | GB | | ✓ | | |
| Performance | | | | | |
| Integrated Hywel Dda Health Charities Performance Report including: <ul style="list-style-type: none"> Investment performance Delivery of annual workplan against Strategic Objectives. | NLI/TJ | ✓ | ✓ | ✓ | ✓ |
| Allocation and Level of Cash Holdings (Report on the appropriate allocation of funds for the HDdHC to hold in cash, in addition to determining a reasonable level of risk on any such allocation across cash and investments.) | TJ | ✓ | | | |
| Draft Annual Accounts (2024/25) | HT/RD | | | ✓ | |
| Final Annual Report & Accounts (2024/25) NB - TBC if need and extra-ordinary meeting in January 2026 re this. | HT/RD | | | ✓ | |
| Annual Review of the Deposit Account Balance. | RD/TJ | | ✓ | | |
| Internal Audit Report on Charitable Funds (Subject to confirmation) | Chair/Int ernal Audit | | | | |
| HDdHC Investment Advisor Update (External CCLA) | DM | ✓ In person | ✓ Virtual | ✓ Virtual | ✓ Virtual |

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| * NB Investment Advisor - to attend the June and December meetings in person and attend virtually in March and September. | | | | | |
| For Information | | | | | |
| CFC Workplan 2025/26 | CSO | ✓ | ✓ | ✓ | ✓ |
| Administration | | | | | |
| Agenda setting meeting with Chair & Lead Exec at least 6 weeks prior to meeting | CSO | ✓ | ✓ | ✓ | ✓ |
| Draft agenda to go to Executive Team | CSO | ✓ | ✓ | ✓ | ✓ |
| Call for papers (at least 6 weeks before the meeting to receive papers at least 14 days before the meeting) | CSO | ✓ | ✓ | ✓ | ✓ |
| Quality check agenda and papers prior to dissemination | CSO | ✓ | ✓ | ✓ | ✓ |
| Disseminate agenda & papers 7 days prior to meeting | CSO | ✓ | ✓ | ✓ | ✓ |
| Issue a draft TOA within two days of the meeting | CSO | ✓ | ✓ | ✓ | ✓ |
| Circulate minutes and TOA to the Lead Director within 7 days of meeting | CSO | ✓ | ✓ | ✓ | ✓ |
| Issue minutes and TOA to Members (including the Committee Chair) following Lead Exec review | CSO | ✓ | ✓ | ✓ | ✓ |
| Prepare 3 A's report to Board (to be signed off by Chair & Lead Exec prior to submission) | CSO | ✓ | ✓ | ✓ | ✓ |

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| Prepare schedule of meeting dates for next financial year | CSO | ✓ | ✓ | ✓ | ✓ |
| Prepare Annual Workplan for next financial year | CSO | ✓ | ✓ | ✓ | ✓ |
| Invite Audit Wales representative | CSO | | | ✓ | |
| Corporate Trustee SBAR paper for board. Produced following each CFC meeting. <i>If no approval for funding over £100k can be stood down.</i> (Liaise with CM.) | NLI (SD is ED lead) | ✓ | ✓ | ✓ | ✓ |

NB Item 1.9 Ratification of Charitable Funds
Decision by the Corporate Trustee – no longer
comes to CFC. (June 2025)

Chair: Iwan Thomas **Vice Chair:** Sarah Harraway **Lead Executive:** Sharon Daniel

| | | | | | | | |
|-----------|------------------|------------|--------------------|-------------|-------------------------------|------------|------------------|
| SD | Sharon Daniel | HT | Huw Thomas | JW | Joanne Wilson | NLI | Nicola Llewelyn |
| RD | Rhian Davies | TJ | Tim John | CFSC | Carly Hill | SMJ | Sian Marie James |
| DB | Donna Blinston | GB | Gina Beard | PS | Peter Skitt | LOC | Louise O'Connor |
| KL | Kathryn Lambert | ADT | Abbi Daneil Thomas | ST | Suzanne Tarrant | HH | Heather Hinkin |
| DM | Daisy Mannifield | CM | Clare Moorcroft | CSO | Committee Services Officer | D | Deferred |